



Code: **QA235**
Title: Discussion, Checking and Appeal of Examination Results
Date: 13-Nov-2014
Approval:

1. Purpose

To advise students of the procedures for the discussion, checking and appeal of examination results.

2. Procedures for discussion of examination results

Each College shall arrange a specific date or dates, to fall within ten days of issue of examination results, on which students may discuss their examination results with all Schools. (This arrangement to be in addition to any other arrangements which Schools may make.)

3. Procedures for checking of examination results

3.1 Students may formally request the Examinations Office (on behalf of the Registrar and Deputy-President) to arrange a check of their examination results following the Consultation Day (this date will be advised by the University). The specific deadlines will be as indicated on the Examinations Office website (www.nuigalway.ie/exams).

3.2 The formal check shall ensure that all parts of the examination have been marked and that the mark awarded was correct; that no errors occurred in the recording, collating or combining of marks which determined the result.

3.3 The Examinations Office (on behalf of the Registrar and Deputy-President) shall communicate with the relevant Head of School or his/her nominee, who shall arrange to have the result checked as soon as possible.

3.4 The outcome of the checking of an examination result shall be communicated in writing by the Head of School, or his/her nominee, to the Examinations Office (on behalf of the Registrar and Deputy-President) who shall, if a change in the result is recommended, make the necessary arrangements to have the result amended, and inform the student concerned without delay.

3.5 There shall be a fee for the checking of an examination result (details available from the [Examinations Office website](http://www.nuigalway.ie/exams)).

4. Procedures for Appeal of Examination Results

4.1 Grounds for Appeal

An appeal of an examination result shall be considered:

4.1.1 if there is evidence of substantive irregularity in the conduct of the examination

4.1.2 if the student claims on stated grounds that the mark awarded was incorrect or inappropriate

(A student considering an appeal must in the first instance discuss the examination

script or other exercise with the relevant Examiner or approach the Head of School, who will nominate a person to discuss it with him/her.)

- 4.1.3 if there are circumstances which the Examination Board was not aware of when its decision was taken.
(Students should make known, in writing, to the appropriate Dean, as soon as possible after the examination, any medical or personal or other circumstances which, to a significant extent, may have adversely affected their performance at examinations and, when required, to provide evidence thereof. Any appeal based on medical circumstances must include an explanation of why such circumstances were not made known prior to the Examination Board. Where Medical Evidence is being relied upon, appropriate certification by an independent Medical Practitioner should be attached.)

4.2 Appeal Procedures

- 4.2.1 A student who wishes to appeal an examination result must do so in writing, setting out the grounds for the appeal in full to the Examinations Office (on behalf of the Registrar and Deputy-President) within the deadline specified on the [Examinations Office website](#). Appeal application deadlines are strictly applied.
- 4.2.2 An Examination Appeal Form (available from the [Examinations Office website](#)) must be completed and submitted with the student's statement of appeal. There shall be a fee for an examination appeal (available from the [Examinations Office website](#)).
- 4.2.3 The student must, in the first instance, discuss the script/exercise with the School concerned.
- 4.2.4 Upon receipt of a written appeal, the Examinations Office (on behalf of the Registrar and Deputy-President) shall forward a copy of the documentation to the Chair of the Examination Appeals Committee, the Dean of the relevant College and the relevant Head of School(s). In the case of Denominated Degree programmes, the Dean shall inform the Programme Director that an appeal has been lodged.
- 4.2.5 The appeals process is a written process. All relevant information should be submitted by all parties in writing. Students are advised that the Examinations Appeals Committee does not invite anyone to discuss the appeal in person.
- 4.2.6 Pending the outcome of an appeal, students are advised as follows:
- 4.2.6.1 An appeal may not necessarily be successful.
 - 4.2.6.2 Students should avail themselves of any opportunity to re-present for examination, on the understanding that a re-sitting of an examination would not prejudice their appeal in any way.
 - 4.2.6.3 The conferring of a degree, where relevant, may be deferred, pending the final outcome of the appeal.
 - 4.2.6.4 Students may submit only one appeal in connection with a specific examination.

- 4.2.6.5 The decision of the Examinations Appeals Committee is final. Following the decision, a student may request to view all information provided to the Examinations Appeals Committee concerning their appeal application.
- 4.2.6.6 The appeal application fee for a module will be refunded if the appeal is upheld for the module or if the student withdraws the application before the appeal case is discussed by the Examinations Appeals Committee.
- 4.2.6.7 The appeal application may be considered withdrawn if a change of mark for the module is returned by the College Office to the Examinations Office following the appeal application.

4.3 Examination Appeals Committee

- 4.3.1 The Deans of College, as advised by Academic Council, nominate a standing panel of academic staff and a nominee of the Students' Union for a four-year term. The presence of 4 members of the panel will constitute a quorum. The Board may seek legal advice from the University's solicitor, or an external legal advisor, and otherwise as it deems appropriate. The Registrar and Deputy-President shall not be a member of the Committee.
- 4.3.2 The President of the University may, on the request of the Chairperson of the Committee, appoint additional alternate members, provided that such appointments shall lapse unless ratified by the next meeting of the Academic Council.
- 4.3.3 The Examination Appeals Committee shall consider the appeal on the grounds on which it is based, and shall, as appropriate, consult with the Internal and External Examiner(s). The Examination Appeals Committee shall determine the appeal by giving a decision. The Chairperson of the Committee shall inform the appellant, the Dean of the relevant College, the Examinations Office, the Academic Records and Registration Office and the relevant Head of School of the outcome of the appeal. The Examination Appeals Committee shall furnish an annual report to the Academic Council.

Name	Responsibility
Registrar and Deputy President	Policy Owner
All candidates at University examinations	Compliance with policy
Examinations Officer	Ensuring implementation of policy Monitoring and reporting compliance with the policy Revisions to the policy